

For information on becoming a Stock Clerk/Order Filler, see [Sources of additional information](#) within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

**Berlin (752-5500)**

[151 Pleasant St., PO Box 159, 03570-0159](#)

**Claremont (543-3111)**

[404 Washington St., PO Box 180, 03743-0180](#)

**Concord (228-4100)**

[10 West St., PO Box 1140, 03302 - 1140](#)

**Conway (447-5924)**

[518 White Mountain Highway, 03818-4205](#)

**Keene (352-1904)**

[109 Key Rd., 03431-3926](#)

**Laconia (524-3960)**

[426 Union Ave., PO Box 760, 03246-2894](#)

**Lebanon (448-6340)**

[85 Mechanic St., Ste.4, 03766-1506](#)

**Littleton (444-2971)**

[646 Union St., Ste.100, 03561-5314](#)

**Manchester (627-7841)**

[300 Hanover St., 03104-4957](#)

**Nashua (882-5177)**

[6 Townsend St., 03060-3285](#)

**Portsmouth (436-3702)**

[2000 Lafayette Rd., 03801-5673](#)

**Salem (893-9185)**

[29 South Broadway, 03029-3026](#)

**Somersworth (742-3600)**

[243 Rt.108, 03878-1512](#)

SO, You want  
to be a...



*Projected among the top twenty occupations with the most annual openings. (NH Employment Projections, 2000-2010)*

**Marketing, Sales & Service**

**Stock Clerk/  
Order Filler**



**New Hampshire**

Here are  
a few things  
you should know.

You'll want to know a few things about this career.

Avg Hrly Wage:

\$10.59

Expected

Growth Rate\*:

2%

Avg Annual

Openings:

332

Training/Educ  
Needed:

Short On-the-Job or  
Military Training  
*Good opportunities expected because of the large number of openings per year. (OOH)*

Basic Skills:

Listening, speaking, math, writing.

Job Skills:

Service orientation, social perceptiveness, active listening, math, speaking, management of material resources, reading comprehension, writing, judgement and decision making, operations analysis, complex problem solving. [www.onetcenter.org](http://www.onetcenter.org)

SO, You want to be a...

# Stock Clerk/ Order Filler

*Projected among the top twenty occupations with the most annual openings. (NH Employment Projections, 2002-2012)*

## TASKS

1. Receives, opens, and unpacks cartons or crates of merchandise and checks invoice against items received.
2. Stocks storage areas and displays with new or transferred merchandise.
3. Sets up advertising signs and displays merchandise on shelves, counters, or tables to attract customers and promote sales.
4. Takes inventory or examines merchandise to identify items to be reordered or replenished.
5. Stamps, attaches, or changes price tags on merchandise, referring to price list.
6. Requisitions merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials.
7. Cleans display cases, shelves, and aisles.
8. Itemizes and totals customer merchandise selection at check out counter, using cash register, and accepts cash or charge card for purchases.
9. Answers questions and advises customer in selection of merchandise.
10. Cuts lumber, screening, glass, and related materials to size requested by customer.
11. Computes price, reads order for requirements, obtains merchandise from shelf, packs customer purchases; places merchandise on conveyor.
12. Transports packages to customer vehicle.

[www.onetcenter.org](http://www.onetcenter.org)

Interests

(Holland Code):

RCE

(Realistic, Conventional, Enterprising)

Interest Area:

Retail and Wholesale Sales and Service

Working Condi-  
tions:

Varies depending upon place of employment. (May stand for long periods of time.)

Avg Work Week:

Hours vary. (Some work M-F but many will also work week-ends, evenings, and holidays.)

Sources of additional info: NH Employment Security (Contact office nearest you or go online to [www.nhes.state.nh.us](http://www.nhes.state.nh.us)).

National Retail Federation, 325 7th St. NW, Ste1100, Washington, DC 20004 ([www.nrf.com](http://www.nrf.com)).

**NHCRN**  
New Hampshire Career Resource Network  
Employment SECURITY Rick Ricker (603) 229-4489  
[www.nhes.state.nh.us/elmi/nhcrn/index.htm](http://www.nhes.state.nh.us/elmi/nhcrn/index.htm)